

PRC VISTA LEADER POSITION DESCRIPTION

November 1, 2014

The PRC VISTA Leader provides support and assists in coordinating the PRC VISTA project, involving 30+ VISTAs and Summer Associates over one year, in their efforts to address prevention needs of Montana communities. The VISTA Leader works to expand and build the capacity of the individual PRC VISTA members and their respective sites. The work site for the VISTA Leader position is located in Helena, MT, in the PRC office and is supervised by the PRC VISTA Program Manager.

Goals and priorities of the PRC VISTA Leader:

- Provide support to the PRC VISTA members (to include fostering greater communication between the VISTAs and their sponsoring site)
- Increase PRC VISTA recruitment, and decrease attrition
- Assist in developing training for PRC VISTA members and to facilitate a learning community among the PRC VISTAs serving within the state
- Increase project effectiveness
- Increase project sustainability

Knowledge, Skills, and Abilities:

- Ability to work well independently, be self-motivated, and a team player
- Excellent written, oral and interpersonal communication skills
- Good organizational and time management skills
- Be familiar with Americorps*VISTA policies
- Be familiar with community organizing/development models
- Be comfortable with and have group facilitation skills (both small and large group)
- Experience with MS Word, Excel and the internet (familiarity with ACCESS is helpful)
- Be able to adapt to changing work demand and be able to multi-task
- Be able to effectively deal with conflict and maintain objectivity
- Demonstrate leadership abilities and emotional maturity
- Excellent problem solving skills
- Ensure positive relations
- Maintain a sense of humor!

Responsibilities – Assist with in each duty and task:

- Recruit and screen VISTA applicants to include creating and implementing diverse recruiting and retention strategies
- Coordinate PRC VISTA members and develop monitoring, reporting and project management systems to include assisting with progress reporting
- Create a PRC VISTA support network and facilitate/promote idea-sharing
- Assist PRC Project Coordinator with developing and implementing PRC VISTA Pre-Service Orientation and in-service training to include logistics management
- Assist the PRC Project Coordinator with site visits
- Create model programs
- Mediate issues with the community, project, supervisors, and PRC VISTA member to include when appropriate acting as an ombudsperson, resolving problems and representing issues on behalf of the PRC VISTAs
- Provide support toward PRC VISTAs (i.e. work with the local sites to assure basic needs are met such as affordable/suitable housing)
- Educate communities about the Americorps*VISTA PRC project and national service in general

Physical Demands:

Must be able to lift, carry and move boxes/objects weighing up to 25lbs; must be able to work long hours (including evenings and weekends) often putting in extra time especially during quarterly trainings, recruiting periods and site visits.